



Oklahoma Family Profile Account

Family Email _____
Family Password _____

Keep account information in a safe place.

☼ **4-HOnline** is the official enrollment system for Oklahoma 4-H Youth Development. The system provides families the luxury of enrolling online and updating records from a PC or electronic hand-held device.

☼ To help ensure your first time enrollment in **4HOnline**, please follow the simple directions provided. Prior to starting the enrollment process don't hesitate to contact your county Extension Office with questions.

☼ **Electronic signatures** are recognized in this system. The signature is legally binding and it is fraud for anyone besides the legal parent/guardian to fill in any required signature.

☼ **Annual 4-H Programming Fee** - A \$20 fee applies to all enrolled youth ages 5-19. There is no prorated fee based on enrollment date. Families with three or more children enrolled in 4-H will pay a \$60 maximum fee. A family is defined as those children living at the same address.

☼ On September 1 each year, all membership (youth and volunteer) goes to *Inactive*. At that time everyone must re-enroll to be recognized as *active* in the database.

☼ We encourage all families to become familiar with **4HOnline** as the many features will make your 4-H experience more enjoyable.

Getting Started...

1. Have a 4-H Family Email and Password.
2. Use **ONLY** Firefox, Safari or Google Chrome Browser.
Go to: <https://ok.4honline.com/>. Bookmark the site for future use.

3. Establish a **Family Profile**. Select "I need to set up a profile."

Every family will have a single "Family Profile." Each individual (4-H Member, Cloverbud and Volunteer) will have their own individual profile within the Family's Profile. Enrollment is reviewed and accepted based on the information entered within the family profile. Accurate information will affect communications, notifications and registrations.

Enrolled last year? Your family has a profile. **DO NOT** start a new profile. Contact the county Extension office. Creating a new profile will cause a duplicate record and delay re-enrollment.

Transferring Counties? Do not start a new family profile. Contact the county Extension office and your profile/enrollment will be transferred.

4. **Adding Members:** Member refers to both youth and volunteer. Adult enrollment applies **ONLY** to new and returning "certified" volunteers, not parents.

☼ **New Members:** Select Adult or Youth from the drop down menu and click [Add Member].

5. **Carefully read each screen** and **AUTHORIZATION** before providing required electronic signature. Continue filling in information and following screen prompts. Important things to know:

☼ **Electronic Signatures** are legally binding and it is fraud for anyone besides the legal parent/guardian to fill in any required signature.



- ✿ **Youth/Adult Personal Information Screen:** When asked “Are you a Volunteer?” **ALL** 4-H members will answer “NO.” The only exception is a Teen Leader who is a “certified” volunteer.
 - ✿ **Clubs:** If the member has an affiliation with more than one club enter each club and projects associated with that club. *One club **MUST** be selected as the member’s primary club.*
 - ✿ **Projects:** Members are limited to enrolling in a total of ten projects.
 - ✿ **Groups:** If your county has SPIN/Project Groups they will be available in the dropdown menu.
6. **4-H Programming Fee Payment and Invoice**
- ✿ The fee can be paid by cash/check/credit card.
 - ✿ Credit Card/Debit Card payments can **ONLY** be done online before enrollment is submitted. The county Extension office **CANNOT** take Credit Card/Debit Card payments.
 - ✿ Credit/Debit Card payments are charged for each individual member and cannot be generated by family.
 - ✿ **Families Exceeding Three Enrolled Members - Prior to the county approving enrollment,** the Extension office is responsible for contacting the state 4-H office to zero out an invoice for any member exceeding the third youth enrollment. Please provide adequate time for the county office to submit the request and for action to be taken at the state level. If using a Credit Card, it will not be charged as long as the county office does not approve the enrollment before the invoice has been zeroed out.
 - ✿ **Invoice** - An invoice is generated for each member and cannot be generated by family. *After submitting enrollment*, return to the "Member List" page to print a copy of the invoice. Scroll down to "Member Reports." Select the person’s name from the “Member” drop-down menu. Select “Member: Enrollment Invoice” from the Report drop-down menu. **If paying by cash or check, print an invoice to submit with payment.**
 - ✿ **Receipt of Payment** - The invoice is the family’s receipt of payment reflecting a zero balance once the payment has been submitted to and recorded at the state level.
6. **Click “Submit Enrollment”.** Once submitted and payment received, the county office will review and either approve or return enrollment. 4HOnline will send emails to keep the family abreast of the enrollment process.

4HOnline is a secured database that is in compliance with the PCI Security Standards Council. Oklahoma 4-H, nor 4HOnline do not share or sell any personal information to third party vendors without your knowledge or permission.

